

Rocklin USD Google Chromebook Rules, Regulations & Agreements

<http://goo.gl/ZFSi3m>

In order to use the Google Chromebook for required class activities, you must be responsible and follow to these rules and policies at all times. Remember, the device is at all times property of Rocklin Unified School District, not your personal device. Violation of these regulations can result in loss in use of the device.

- Only use the device that is assigned specifically to you; do not let other students use or borrow your device unless directed by the teacher or staff
- Do not place books or other items on top of the device
- Never leave your device unattended
- Shutdown and sign out completely when you are finished with your exercise, or class period
- Do not plug in the device to charge between classes or during class without teacher permission
- Students should not personalize their devices in any way; this includes decals, screen savers, and downloading any software, application or short cuts that have not been explicitly allowed by the teacher (devices will be periodically checked for unauthorized downloads)
- Only use the device for school work
- Follow the teacher's instructions about labeling documents/files prior to sharing or printing
- If you notice that something is wrong with the device, report to your teacher immediately
- No food or drinks allowed around the devices
- Follow all Rocklin USD policies and school rules pertaining to the use of technology

Important Notes:

- Do Not Force** anything into the ports and slots on the side of the Chromebook
- Do Not Jerk, drop or slam closed** the cover of the laptop computer
- DO NOT carry your Chromebook by the screen. Carry/hold your Chromebook like a book when closed, or securely by the base when open
- DO NOT put the Chromebook on the floor or on any unstable surface
- DO NOT leave your Chromebook unattended
- DO NOT throw the Chromebook or mistreat it

Students must:

- Respect and protect their own privacy and the privacy of others
 - Use only your assigned Rocklin USD accounts
 - Keep personal information such as: name, address, phone number, etc., offline
 - Keep your passwords secret
 - Have permission before posting images or video of other students to the Internet
- Respect and protect your school's electronic resources
 - Observe all network security practices
 - Conserve, protect, and share these resources with other students and Internet users
 - Rocklin USD is not responsible for damages to personal technologies or electronic communication devices, but we expect you to treat school property as if it were your own
 - Treat equipment with care, report any damages, security risks or violations immediately

- Respect and protect the copyrighted/intellectual property of others
 - Cite all sources appropriately
 - Follow all copyright laws
 - Use electronic communication devices appropriately to assure academic integrity, cheating will result in loss of privileges and/or discipline
- Respect and practice the principles of community
 - Communicate only in ways that are kind, responsible, respectful and lawful
 - Use electronic devices for schoolwork only during class time
 - Rocklin USD email should be used for schoolwork only
 - Report threatening or offensive materials to a teacher or administrator immediately

Software:

a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools designed specifically for educational institutions. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms
- All work is stored in the cloud and is accessible using the Rocklin USD student's account 24/7 from any internet connected computer

b. Chrome Web Apps and Extensions

- Students are not allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store without permission or approval
- Inappropriate material or use will result in disciplinary action
- Some web apps may be available to use when the Chromebook is not connected to the Internet for offline use

E-mail Usage:

- The primary purpose of the Rocklin USD G-mail student electronic mail system is for students to communicate with their teacher(s), school staff, outside resources related to school assignments, and fellow students to collaborate on school activities
- Students are responsible for good behavior while using school e-mail, just as they are in a classroom or a school hallway; expectations and instruction for proper use will be demonstrated and communicated by your teacher
- Access to e-mail is given to students who agree to act in a considerate and responsible manner; access is a privilege – not a right and will be suspended for improper use
- Students are responsible for messages sent from their accounts
- Students should not share their passwords
- Students should not give out personal information over email, including home telephone numbers or home addresses
- Students will not use email to bully, harass, or threaten other students or individuals
- Students will report any unusual activities such as "spam" communications, obscene email, or

unauthorized communication by adults to the teacher or school's technology specialist

- Students will not use email to send chain letters, viruses, or hoaxes to other students or staff
- Email accounts are filtered; messages containing inappropriate language or content will be flagged
- Student email is provided by the district and is district property; Rocklin USD reserves the right to archive, monitor and/or review all use of its email system, and users should not have any expectation of privacy in any electronic message created, sent or received on the District's email system.
- Student email accounts will be removed from the system after: high school graduation, leaving the school district, or disciplinary actions; if necessary, Rocklin USD, at its discretion, may close accounts at any time

Cyber Bullying:

Cyber Bullying is bullying which is carried out through an online service such as email, chat room, discussion group or instant messaging; or through mobile phone technologies such as short message services (SMS). It may also include inappropriate use or distribution of images, videos or audios of another person. Any form of cyber bullying will not be tolerated under any circumstances. If a student accidentally accesses inappropriate content, they should move on without drawing unnecessary attention, and inform your teacher quietly if needed. Students should not access chat-rooms or social networking sites that are not moderated or approved by the District, and should never give out any personal details over the Internet.

No Expectation of Privacy:

Students have no expectation of confidentiality or privacy with respect to usage of any district technology, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student technology at any time for any reasons related to the operation of the District.

a. Monitoring Software

1. Teachers, school administrators, and the district technology services department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Content Filter:

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location at school, will have all Internet activity filtered and monitored by the district.

Appropriate Uses and Digital Citizenship:

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Rocklin USD Technology Use Agreement and all corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. If necessary, I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider any personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule or location of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, racist, or inappropriate. I will not enter other people's private spaces or areas.

4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

I agree to abide by the conditions of these rules and this agreement

Date: _____

Student's name: _____ Student's signature: _____

Parent's name: _____ Parent's signature: _____